

# **Tutorial**

## **CAMALEON CMS**

### Índice

|                                     |    |
|-------------------------------------|----|
| 1. Introduction .....               | 1  |
| 2. Access mode Editor .....         | 1  |
| 3. Exploring the desktop .....      | 1  |
| 4. Content Management. ....         | 2  |
| 4.1. Add new post .....             | 3  |
| 4.2. Edit an existing content ..... | 7  |
| 4.3. Delete post .....              | 7  |
| 5. Management Categories .....      | 8  |
| 5.1. Create category.....           | 8  |
| 5.2. Edit Category .....            | 8  |
| 5.3. Delete Category .....          | 9  |
| 6. Tag Management.....              | 9  |
| 6.1. Create tags.....               | 9  |
| 6.2. Edit tags .....                | 10 |
| 6.3. Delete tags .....              | 10 |
| 7. Managing media content. ....     | 11 |
| 7.1. Upload multimedia content..... | 11 |
| 7.2. Remove multimedia content..... | 12 |
| 8. Page Managing.....               | 12 |
| 8.1. Add Page. ....                 | 13 |
| 8.2. Edit page .....                | 17 |
| 8.3. Delete page.....               | 17 |
| 9. Management Comments .....        | 17 |
| 10. Management Profile. ....        | 18 |
| 11. User Management. ....           | 19 |
| 12. Appearances. ....               | 19 |
| 13. Plugins.....                    | 21 |
| 14. Settings. ....                  | 21 |

## 1. Introduction

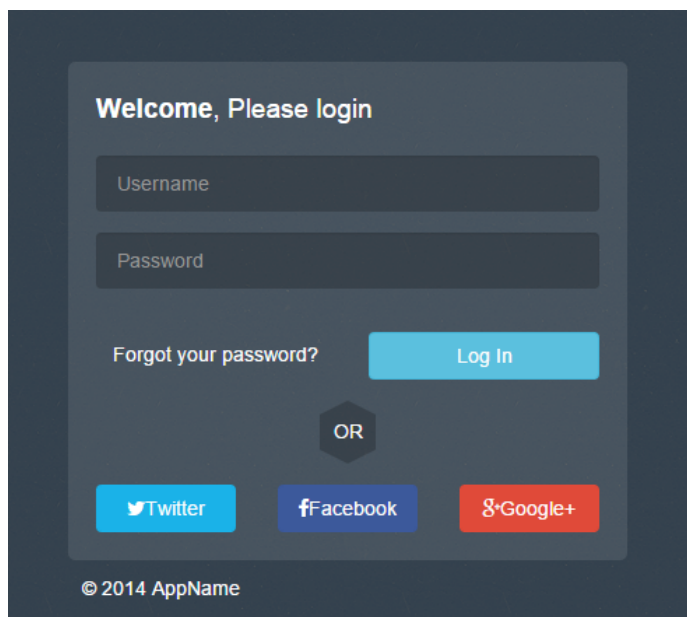
Camaleon CMS is an advanced semantic personal publishing platform focused on aesthetics, web standards and usability. Camaleon CMS is the system that you use when you want to work with your publishing tool rather than fight with it.

## 2. Access mode Editor

They have been given a user, that manages the web. This user can write new content, and change can publish them directly.

To reach the site you enter:

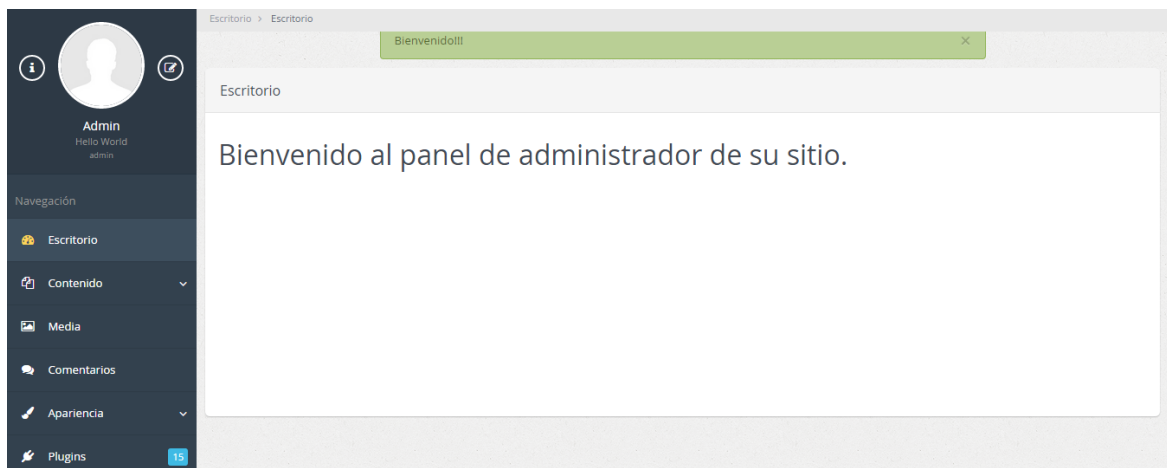
[http://my\\_site.com/admin](http://my_site.com/admin). Entering will see a screen requesting user name and password, to be completed with the information provided to deliver this tutorial:

A login form with a dark blue background. At the top, it says "Welcome, Please login". Below this are two input fields: "Username" and "Password". To the left of the "Password" field is a link that says "Forgot your password?". To the right of the "Password" field is a blue button that says "Log In". Below these fields is a dark blue hexagon with the word "OR" in white. At the bottom, there are three social media buttons: a blue button with a Twitter icon, a blue button with a Facebook icon, and a red button with a Google+ icon. At the very bottom, it says "© 2014 AppName".

After including the username and password, will access the administration panel.

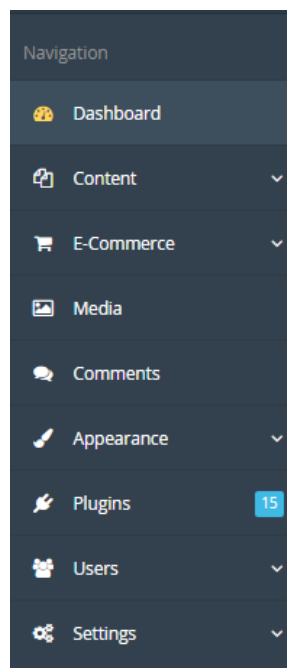
## 3. Eploring the desktop

The administration panel allows you to configure the website features. On the desktop (first screen you see after logging in) welcome message as shown below:



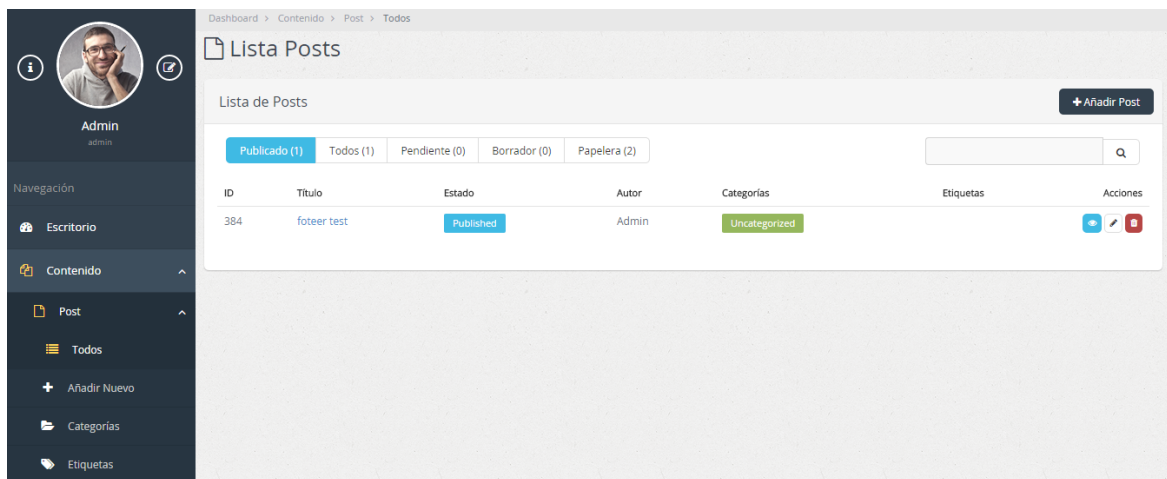
The menu to navigate admin panel is located on the left side of the screen. It is a flexible and intuitive menu navigation, allowing reach functions with few clicks.

To stop the cursor next to each content object displays a small triangle and press on it the sub-sections will be displayed:



## 4. Content Management.

The contents can be post, to be displayed in reverse chronological order on the homepage of the website. They are usually the most widely discussed, and included in the RSS feed of the web.



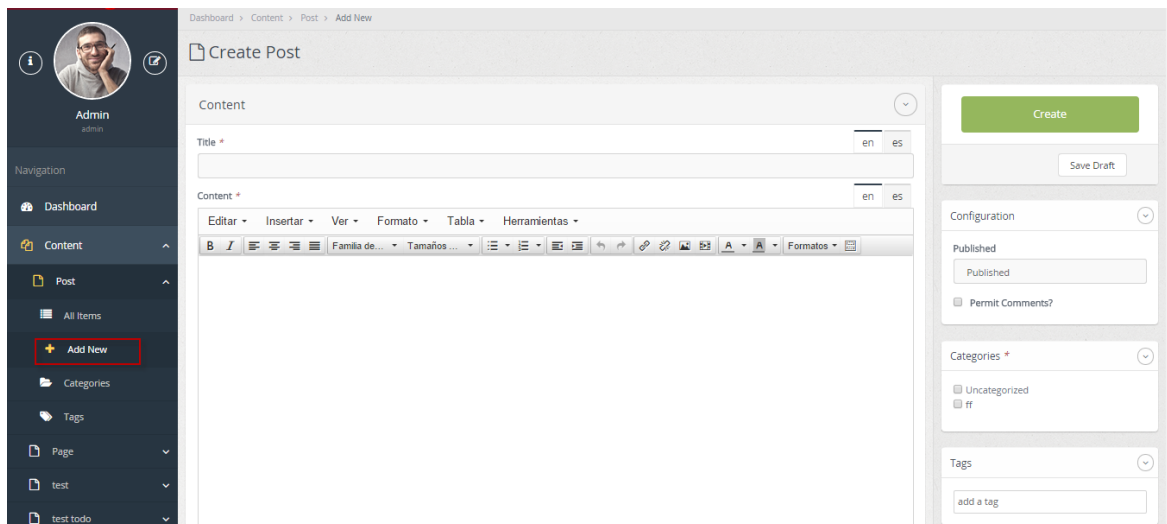
Each content has:

- Title: the title of the post you want to publish.
- Content: the text of the post. We have to add options like Microsoft Word editors.
- Category: Each content is classified under one or more categories.
- Tags: Labels of the post. Each item can have up to five.
- (Optional): photographs or links.


Then we discuss the actions to be done with the contents:

#### 4.1. Add new post


Publishing a post is as simple as sending an e-mail. Select Content -> Post ->Add new:





We have a space where you can write using an editor that has several functions. The editor has a view that obviates the codes that are behind what is published, as to publish content on the Internet is necessary to use what is known as HTML. The editor facilitates you can include labels without knowing it. It is what is known as WYSIWYG (What You See Is What You Get). Some outstanding options that editor:

 This button is to put in "bold" the selected content.

 Show a text in "italics".

 These buttons lets you insert / edit and remove links respectively.

 These buttons allow us inserter / edit pictures and videos respectively.

 This button allows us to move a submenu with different formats we can give to our content, such as: Headings, online, blocks, alignment, Bootstrap.

 This button allows inserter templates.

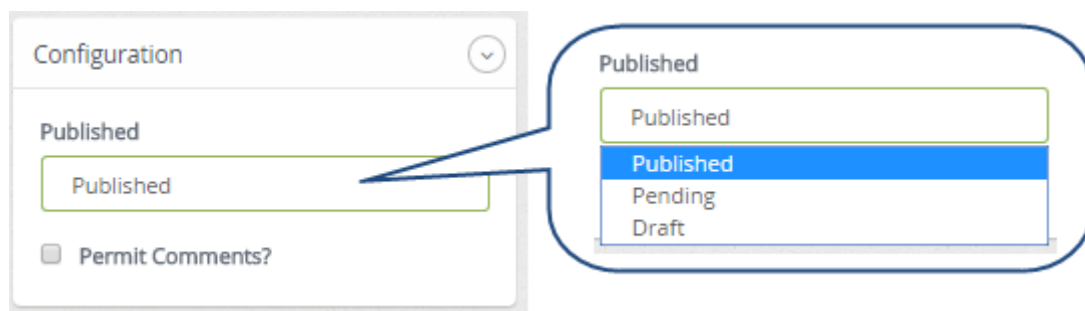
The steps for a simple content publishing are the following:

1. Select a title for content.
2. In the box "content" start typing the message. You can add links, bold, indents, among others.
3. Add labels and categories that define this entry.

One of the most frequent questions revolves around the differences between the categories and tags. Tags are more specific, while the categories are more general. For example to classify an article on the theory of Sigmund Freud on defense mechanisms I can use the category of "Freud" and the tags "defense mechanisms".

If not a category is selected, do not allow us to save content and show us a marked mandatory field. Add tags to an entry are optional but recommended.

4. Configuration: You can select whether the content will be saved in draft, will be published immediately or will go to trash, we can also enable if this could allow comments




In most cases you only need to add the title and the text of the post, and select categories and / or labels, the other fields can stay as they are. When your entry is ready press the Create button.

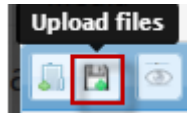
On several occasions the need to supplement have an entry with pictures or videos to supplement it. Let's see how to upload them from your computer.

Let's start uploading an image:

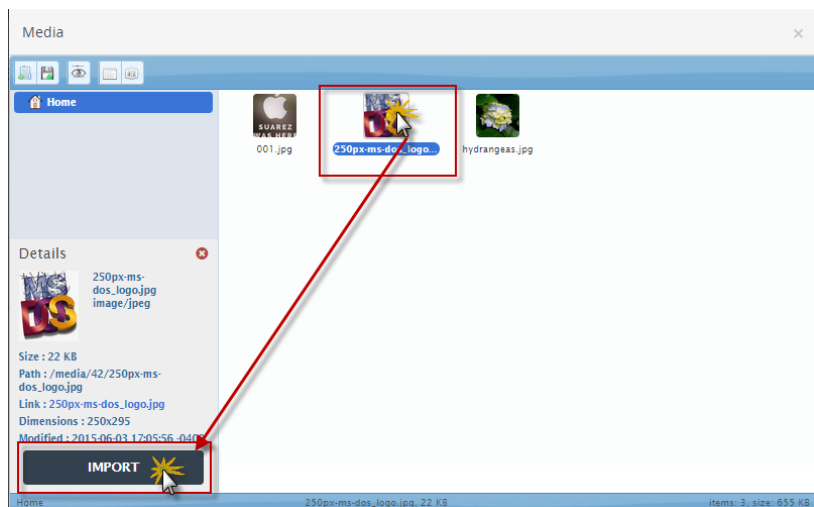
In the editor select the icon "Insert / edit image" (is in the edit menu ").



1. You press the icon  that is next to "source".
2. Is open a window, where we show a list of files that have the site, you can select one of the pictures or upload a computer file doing click **"upload files"**, select the image and click **"Open"**



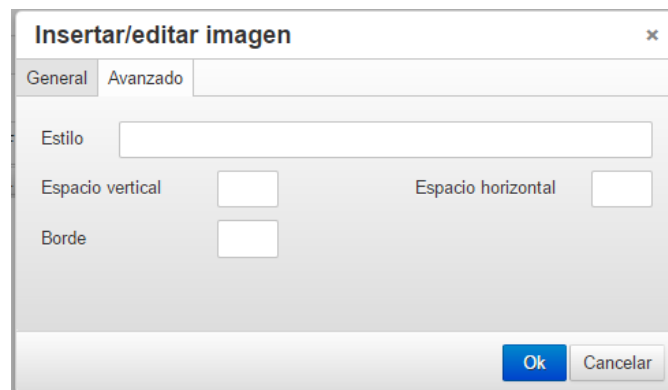
3. This will be saved in the above list, select the file uploaded and click on the button **"Import"**



You can give a description to the image, dimensiones, or form with class.



We also have the option "Advanced" where you can give style, Space and Border.




Finally, you click on "ok" and the image will appear in the editor.

You'll notice that when you click on the image, you will have the opportunity to edit selected image icon. You can delete the image by selecting the image and delete.

Now we will see how to upload video:

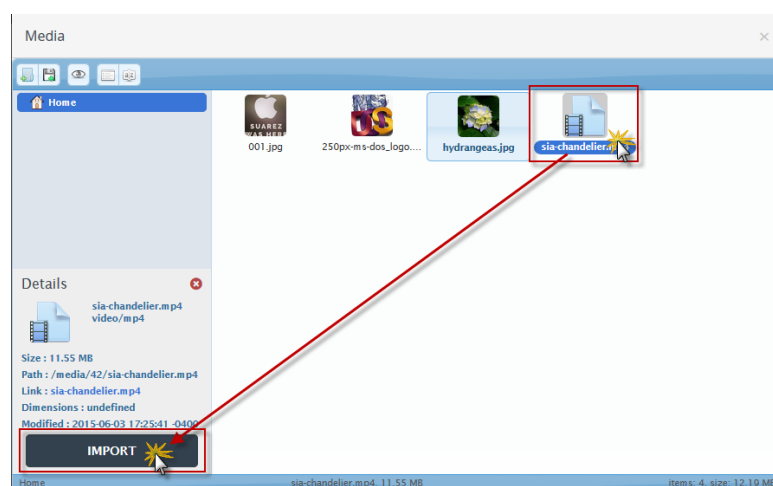
In the editor select the icon "Insert / Edit video" (you are in the edit menu ").



1. You press the icon  that is next to "source".
2. Is open a window, where we show a list of files that have the site, you can select one of the pictures or upload a computer file doing click "upload files", select the image and click "Open"



3. This will be saved in the above list, select the file uploaded and click on the button "Import"



You can configure the video giving dimensiones.




We also have the option "Embedded" where you can introduce a code embedded.

Finally, you click on "ok" and the video appears in the Editor. You'll notice that when you click on the video, you will have the opportunity to edit video icon selected. You can delete the video by selecting the video and Delete.

## 4.2. *Edit an existing content*


To edit an existing content, select Content -> Post -> All Items. We published a list of contents appears:

If you click on the title of the post, the edit window will open. We can then make changes the same way as when we created the corresponding content, the same way it works icon .

| ID  | Title           | Status    | Author | Categories    | Tags | Actions |
|-----|-----------------|-----------|--------|---------------|------|---------|
| 412 | test            | Published | Admin  | Uncategorized |      |         |
| 385 | test theme new! | Published | Admin  | Uncategorized |      |         |

## 4.3. *Delete post*

If we want remove an existing post, select Content -> Post -> All Items. We published a list of post will appear:

If you click on the icon  in the row of post selected to remove, the deletion confirmation window post is open, click "OK". And this will be removed from the list.

| List of Posts   |       |                           |        |                               |      |   | <a href="#">+ Add Post</a>             |
|---|-------|---------------------------|--------|-------------------------------|------|---|--|
| <a href="#">Published (1)</a> <a href="#">All Items (1)</a> <a href="#">Pending (0)</a> <a href="#">Draft (0)</a> <a href="#">Trash (1)</a> |       |                           |        |                               |      |   | <input type="text"/> <a href="#">Q</a> |
| ID  | Title | Status                    | Author | Categories                    | Tags | Actions   |  |
| 412   | test  | <a href="#">Published</a> | Admin  | <a href="#">Uncategorized</a> |      | <a href="#">+</a> <a href="#">✎</a> <a href="#">🗑</a> |  |

If we remove the entry by mistake, we can restore it, since deleted messages go to "trash".

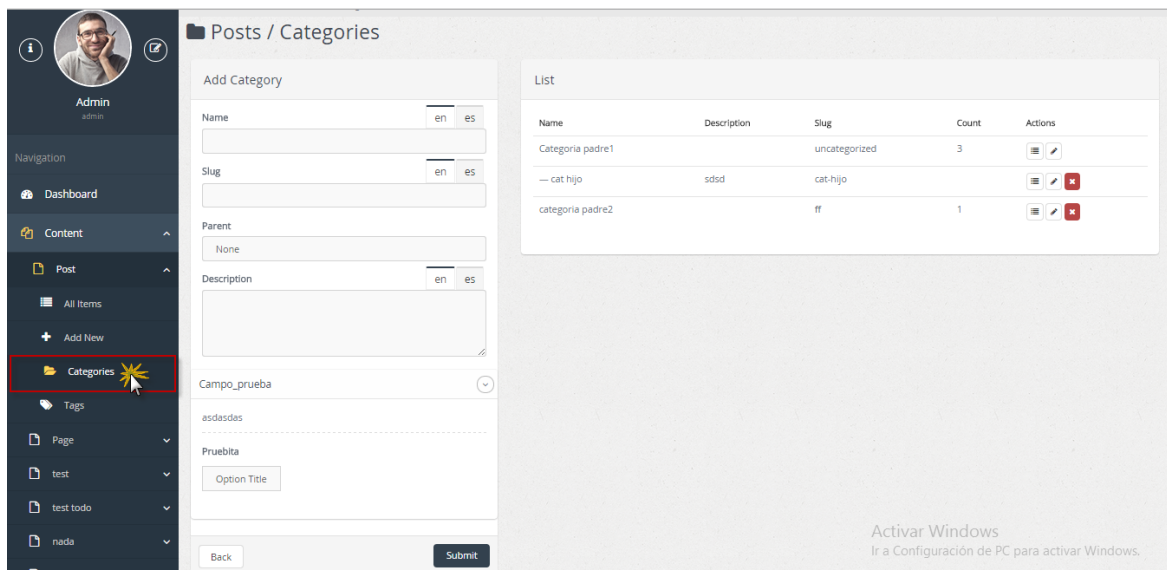
## 5. Management Categories

Each content is classified under one or more categories. The categories allow classification of the post and pages into groups and subgroups, so that will help the visitor in navigation and use of the website.

Each category can have a category 'father' to create a hierarchy within the category structure.

### 5.1. Create category

To create a category, select Content -> Post -> Categories:



**Posts / Categories**

**Add Category**

Name en es

Slug en es

Parent None

Description en es

Campo\_prueba

asdasdes

Pruebita

Option Title

[Back](#) [Submit](#)

**List**

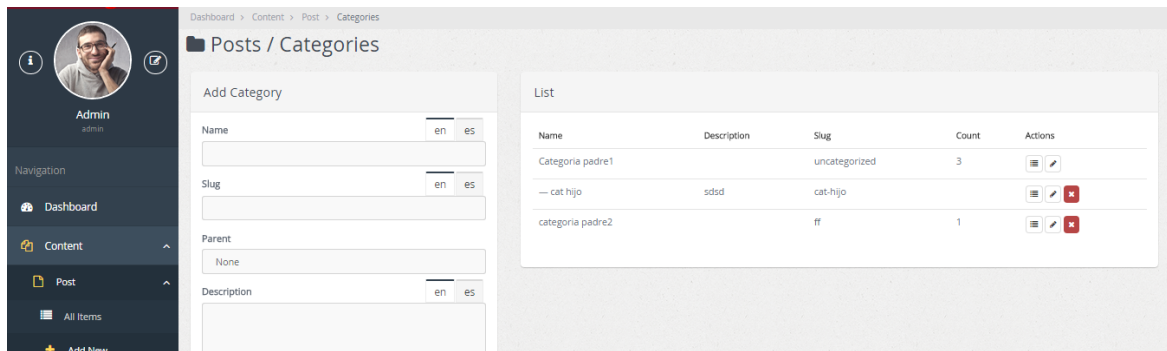
| Name             | Description | Slug          | Count | Actions                             |
|------------------|-------------|---------------|-------|-------------------------------------|
| Categoria padre1 |             | uncategorized | 3     | <a href="#">✎</a> <a href="#">🗑</a> |
| — cat hijo       | sdsd        | cat-hijo      |       | <a href="#">✎</a> <a href="#">🗑</a> |
| categoria padre2 |             | ff            | 1     | <a href="#">✎</a> <a href="#">🗑</a> |


Activar Windows  
Ir a Configuración de PC para activar Windows.

In the central part of the screen, a menu for the new category and the option to assign which category would be above the "Category Tree" appears. Once fills such data would click on the "submit" button at the bottom of the screen.


### 5.2. Edit Category

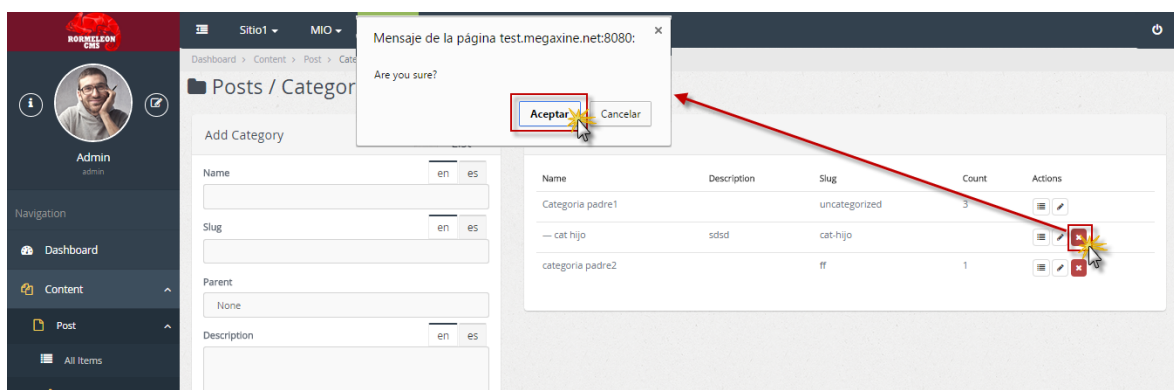
To edit the name or category, select from the desktop, content -> Post -> Categories. The list of categories will appear on the right side:



If we click the  category, the editing window will open. We can then make changes in the same way that when we create the appropriate category.

### 5.3. Delete Category

If we remove a category, select Desktop from the Content -> Post -> Categories. It appears the list of categories. If we place the cursor over the icon  of the category you want to remove, we will get a confirmation window where you select "OK":



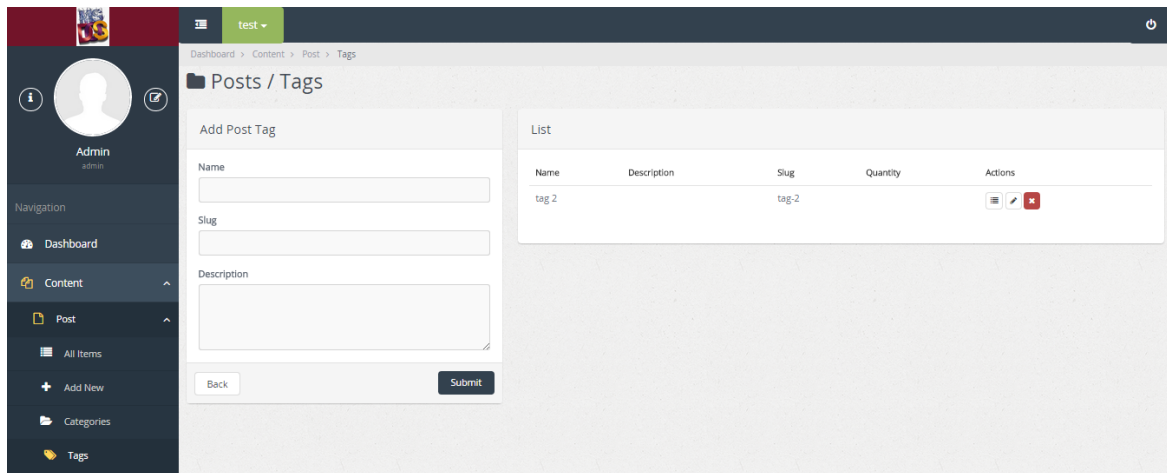
**NOTE:** If a category is removed, the post is in it will not be deleted. Instead, posts that are only assigned to this category will be assigned to the default category.

## 6. Tag Management.

Each news is classified under one or more categories. Unlike categories, labels have no hierarchy so there is no parent-child relationship as the category, but like categories, tag names must be unique.

### 6.1. Create tags

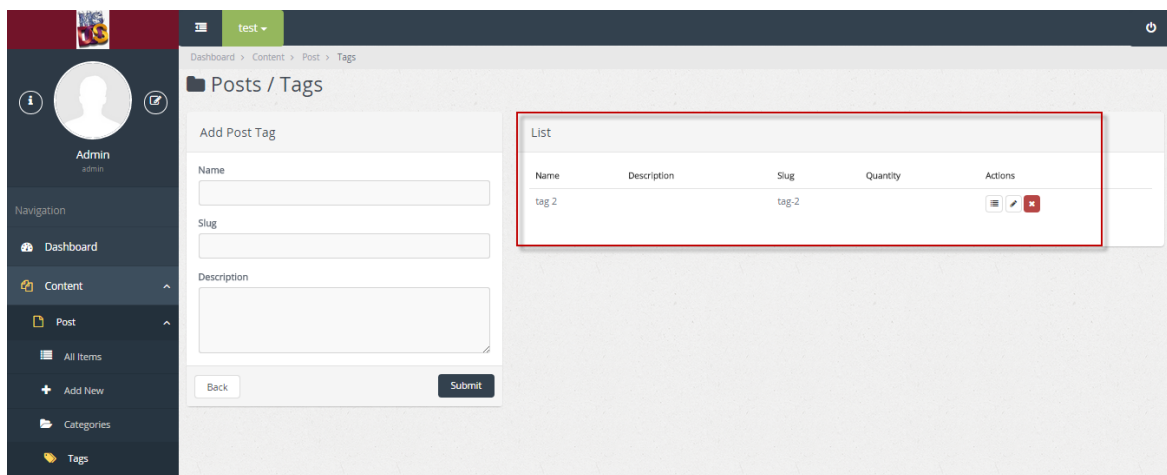
To create tags, select Content -> Tag:




In the central part of the screen, a menu for the new label appears. Once filled the data, would click on the "submit" button at the bottom of the screen.

## 6.2. *Edit tags*

To edit the name of tag, select from Desktop, Content -> Tag. We have list of tags in the right part:

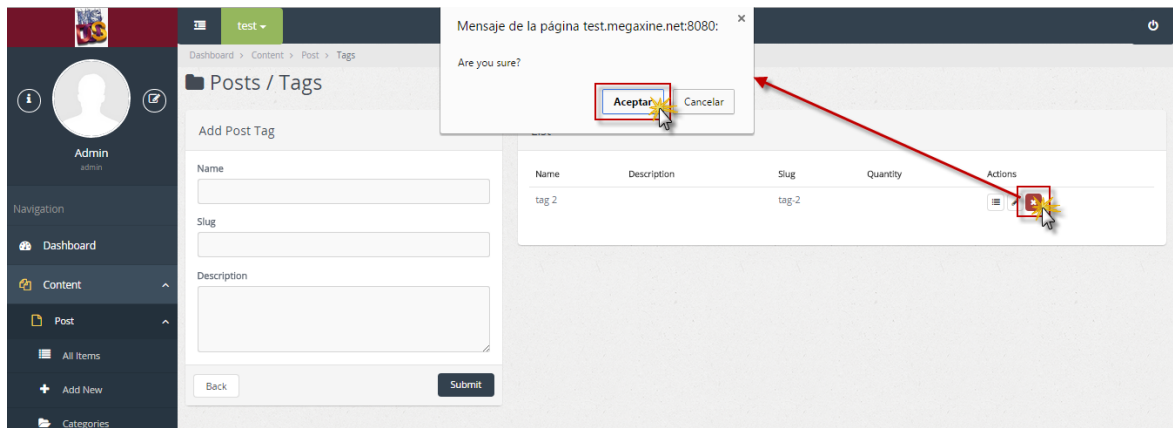


If you click on the icon  of tag, the edit window will open. We can then make changes in the same way that when we create the corresponding tag.

## 6.3. *Delete tags*

If we want remove a label, select from Desktop, Content -> Tag entries. It appears the list of tags.

If we place the cursor over the icon  of tag we want to delete, is showing a small window of confirmation, where we which select "OK":



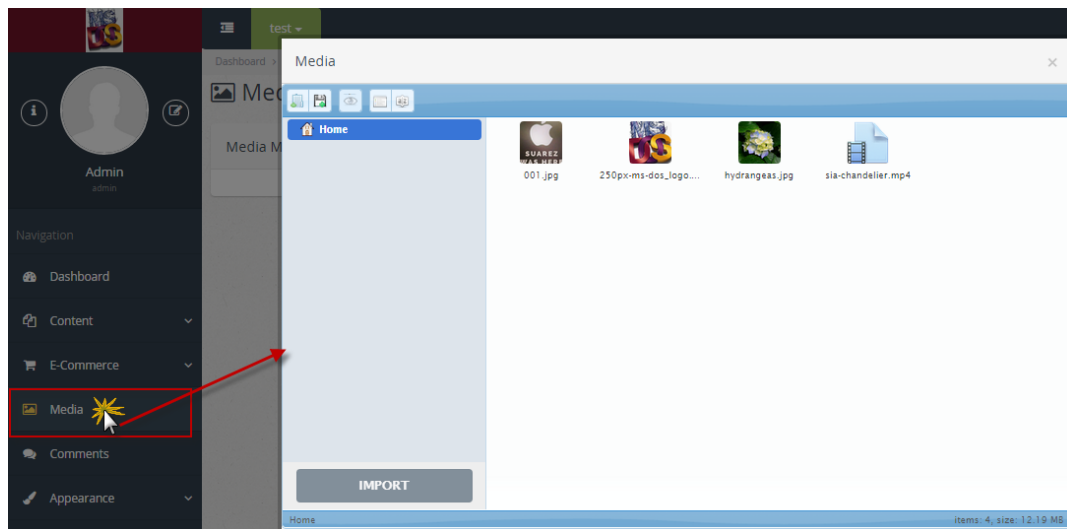
**NOTE:** If a label is removed, the entries will not be deleted, in it. The change is not reversible.


## 7. Managing media content.

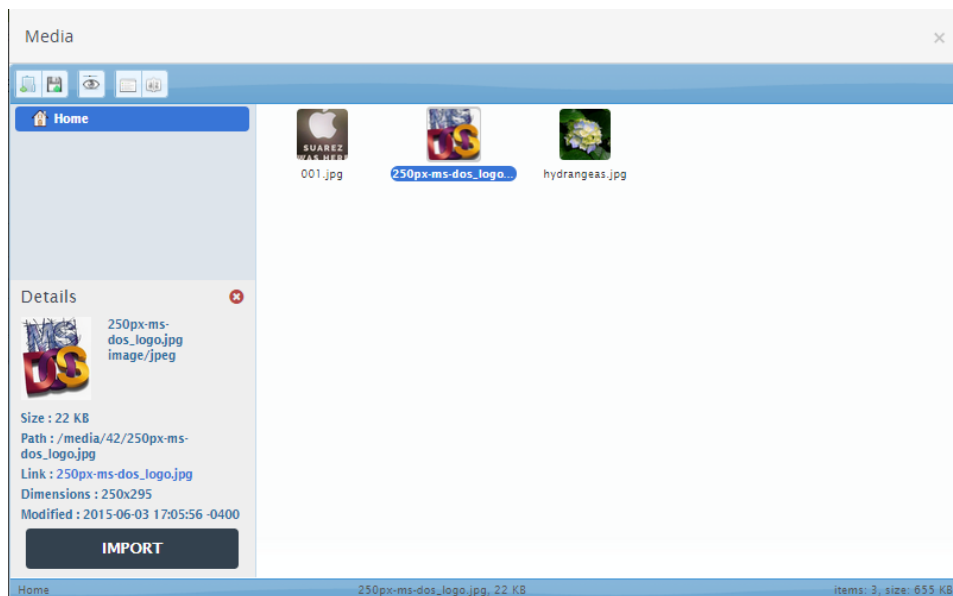
The Management screen allows you to upload multimedia content for later use in posts and pages.

### 7.1. *Upload multimedia content*

To upload multimedia content to our website, we select "Media":

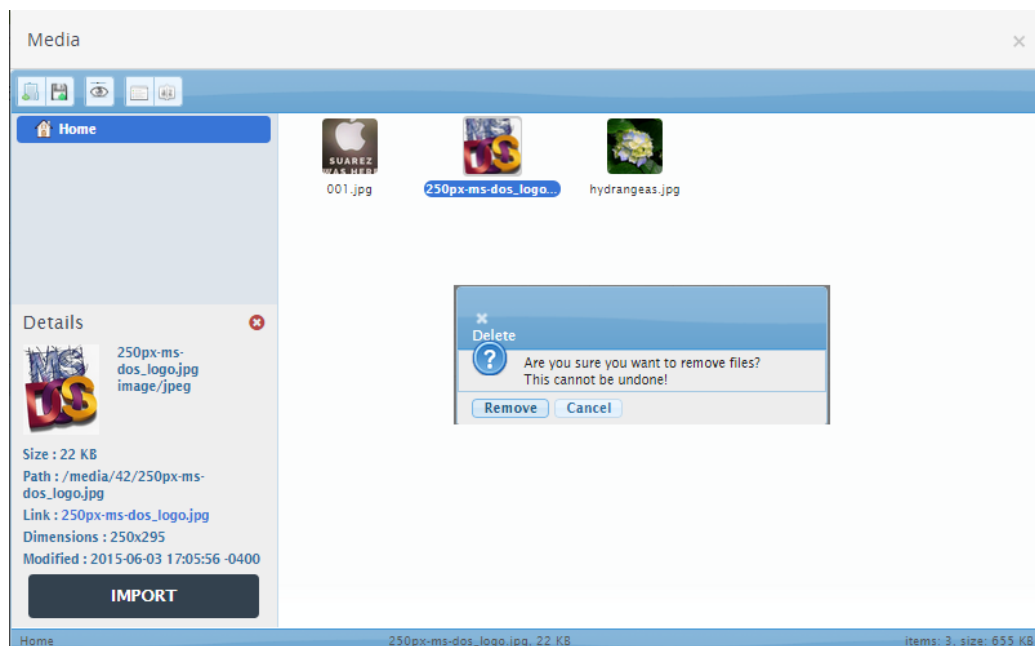


clicking the "upload file" icon  "upload file". Select the media file and click "Open".



## 7.2. Remove multimedia content.

If we want remove an existing content, from the main menu select Media. a list of multimedia content appears. If we place the cursor over the file you want to delete, and press the Delete button on the keyboard, we will see a confirmation window click on "Remove" and the file will be deleted..



**NOTE:** This change is not reversible, so you have to be really sure you want to delete the contents before performing this action.

## 8. Page Managing

The "posts" is objects oriented in time. They are written at a specific time, and that time defines your context.

The pages, however, most of the time are used to present the timeless information about you or your website (timeless information). Examples of pages

to include would be "about", "Contact", "copyright", etc.

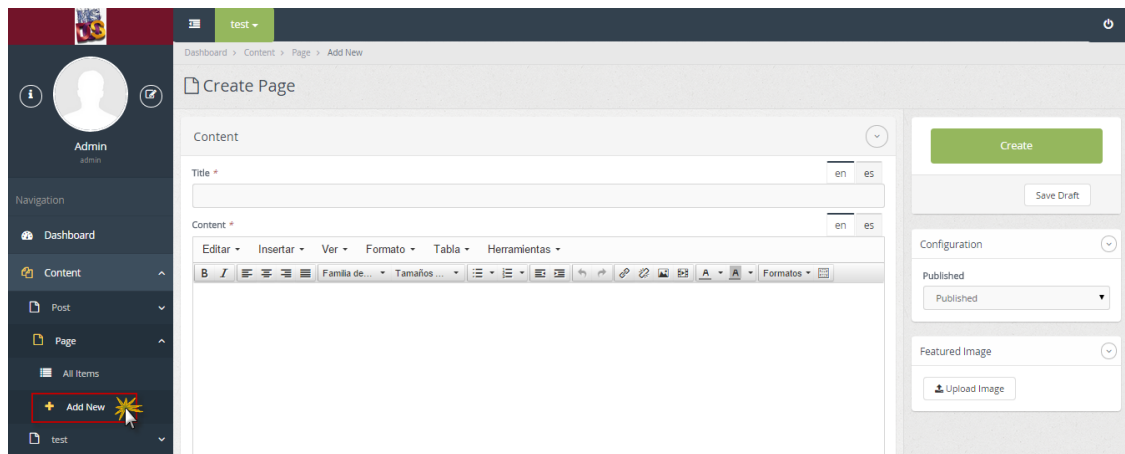
Summarizing, pages:

- They are for content that is less dependent on the time.
- They can be organized into pages and subpages.
- You can use different page templates that can include template files, labels and other PHP code template.

Then we discuss the actions to make with pages:

## 8.1. Add Page.


Post a page is as simple as sending an e-mail. Select Content -> Page -> Add new:




We have a space where you can write using an editor that has several functions.


The editor has a view that obviates the codes that are behind what is published, as to publish content on the Internet is necessary to use what is known as HTML. The editor facilitates you can include labels without knowing it. It is what is known as WYSIWYG (English: What You See Is What You Get).

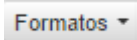
Some outstanding options that editor:

 This button is to put in "bold" the selected content.

 Show a text in "italics".

 These buttons lets you insert / edit and remove links respectively.

 Blind buttons allow us inserter / edit pictures and videos respectively.

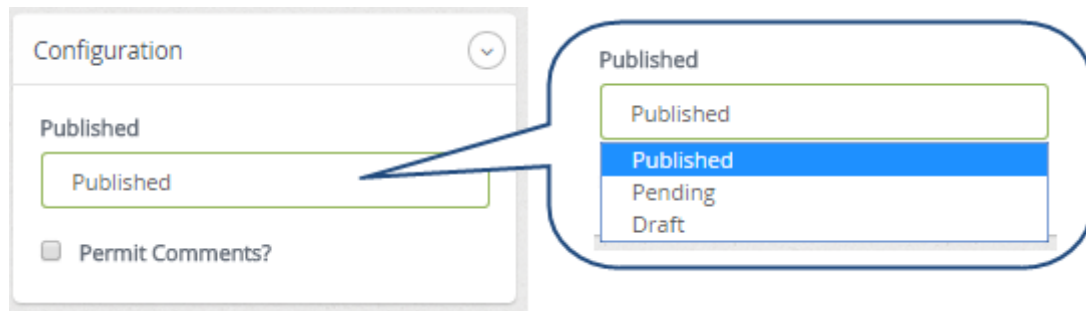
 This button allows us to move a submenu with different formats that we can give to our content, such as: Headings, online, blocks, alignment, Bootstrap.

 This button allows inserter templates.

The steps for a simple content publishing are the following:



1. Select a title for content.
2. In the text box "content" start typing the message. You can add links, bold, indents, among others.
3. Setting: You can select whether the content will be saved in draft, will be published immediately or is go to trash.



In most cases you only need to add the title and the text of the page, the other fields can stay as they are.

When your entry is ready, press the Create button.

In most cases you only need to add the title and text of the news, and select categories and / or labels, the other fields can stay as they are.


When your entry is ready press the Create button.

On several occasions the need to supplement have an entry with pictures or videos to supplement it. Let's see how to upload them from your computer.

Let's start uploading an image:

In the editor select the icon "Insert / edit image" (it is in the edit menu ").

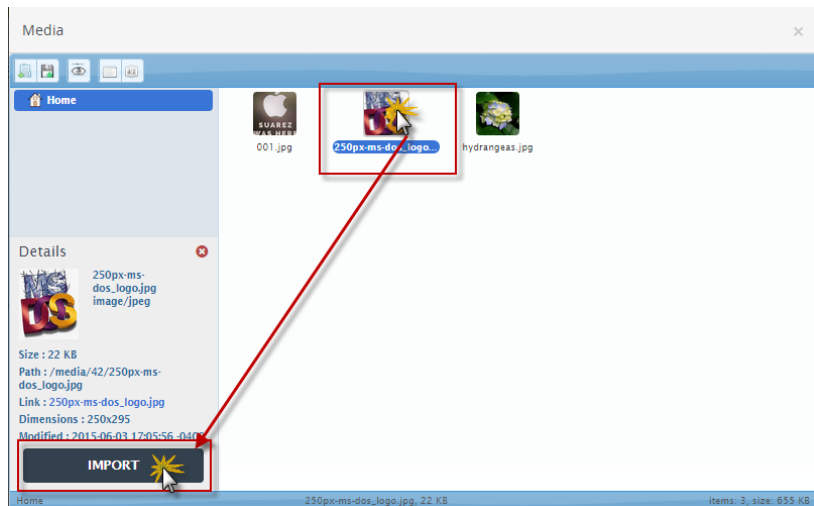


1. You press the icon  which is next to "source".
2. A window is opened, where we show a list of files that have the site, you can select one of the pictures or upload a hacienda computer button upload file, select the image and click "Open"

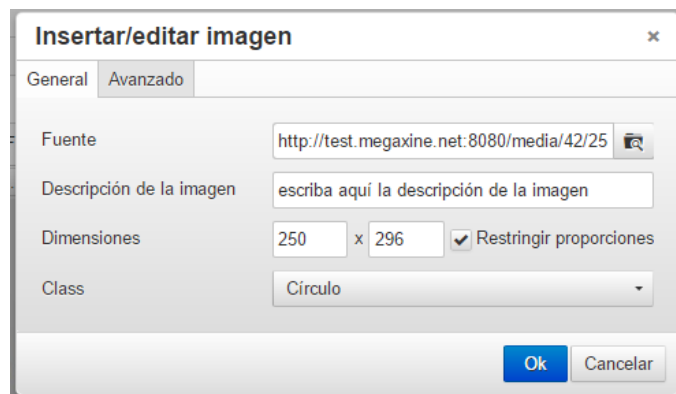


3. This will be saved in the above list, select the file uploaded and click on the button "Import".

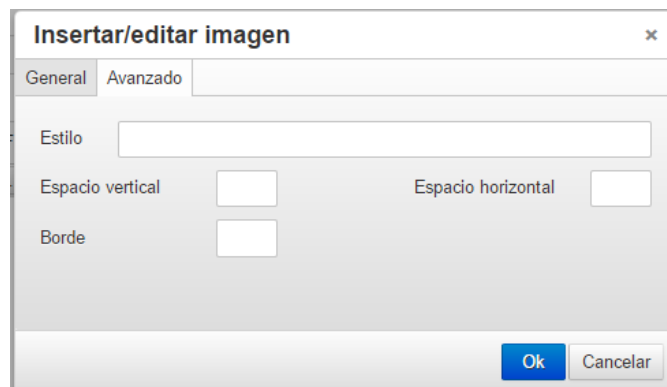




Can giving a description to image, dimentions, or forms with class.



We also have the option "Advanced" where you can give style, Space and border.




Finally, you click on "ok" and the image will appear in the editor.

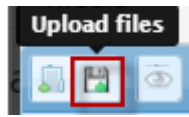
You'll notice that when you click on the image, you will have the opportunity to edit selected image icon. You can delete the image by selecting the image and delete.

Now we will see how to upload video:

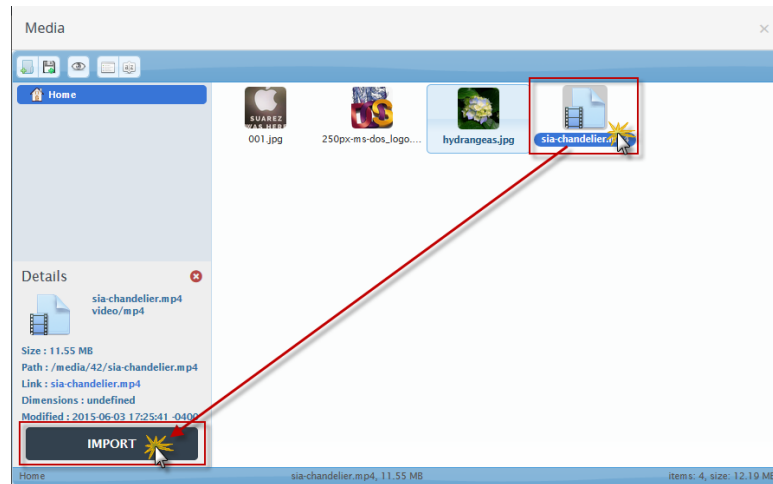
In the editor select the icon "Insert / Edit video" (you are in the edit menu ").



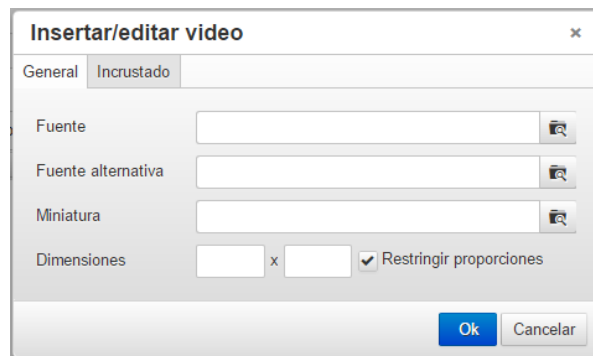
4. You press the icon  which is next to "source".
5. A window is opened, where we show a list of files that have the site, you can select one of the pictures or upload a hacienda computer button upload file, select the image and click "Open"



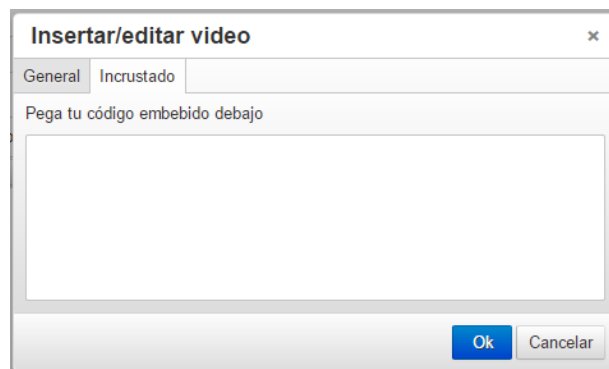
6. This will be saved in the above list, select the video uploaded and click on the button "Import".



You can configure the video giving dimensiones.



We also have the option "Embedded" where you can enter a code embedded.



Finally, you click on "ok" and the video appears in the Editor. You'll notice that when you click on the video, you will have the opportunity to

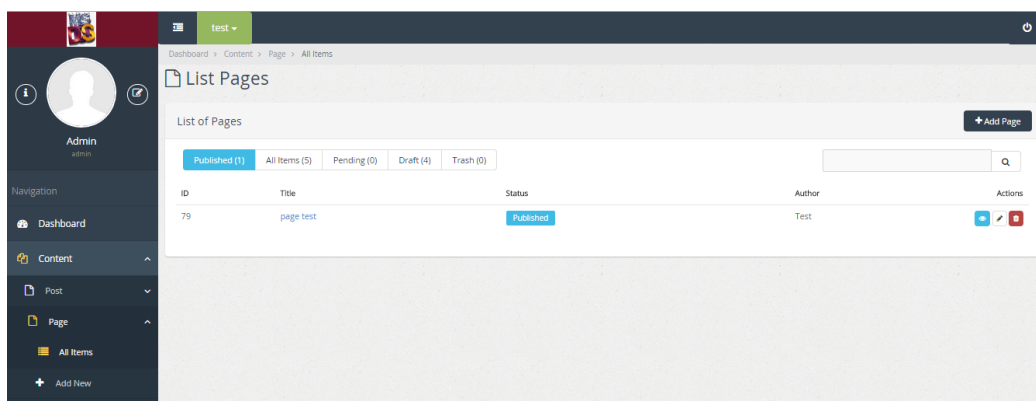
edit video icon selected. You can delete the video by selecting the video and Delete.

## 8.2. Edit page

To edit an existing content, we select Content -> Page-> All Items. appear a list of pages:


If you click on the title of the page, the edit window will open. We can then make changes the same way as when we created the corresponding content, the same way as create page.

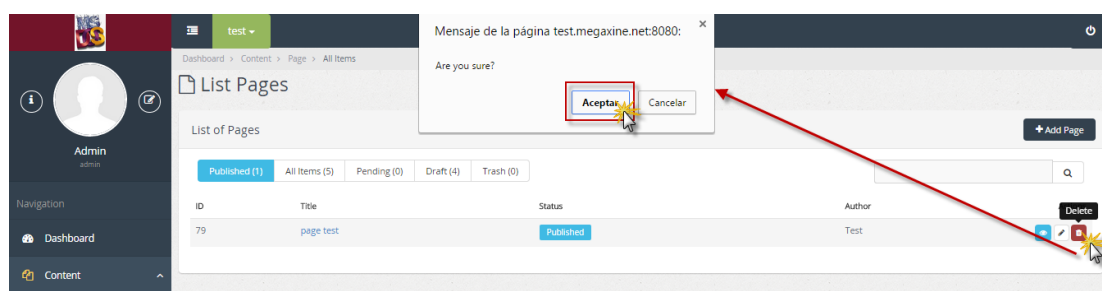
If you click on the title of the page, the edit window will open. We can then make changes in the same way that when we create the relevant page.



## 8.3. Delete page

If we want to delete an existing page, select Content -> Page-> All Items. We displayed a list of pages published:

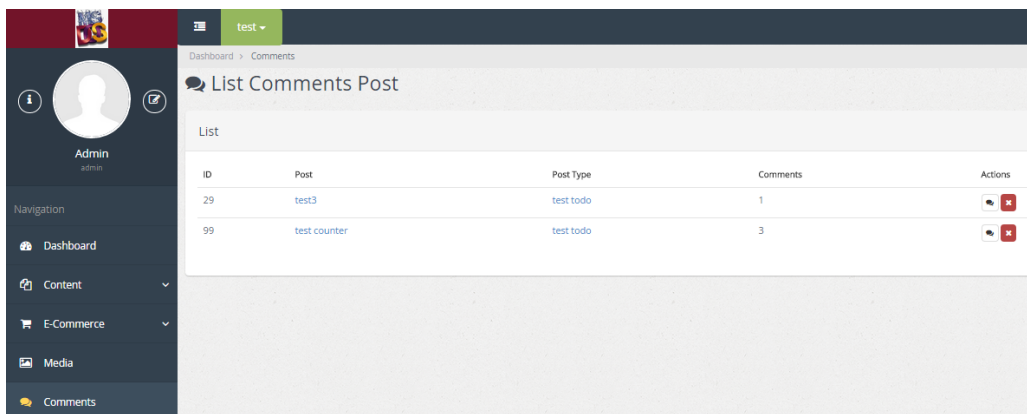
If you click on the icon  in row to remove the selected page, is opened the delete confirmation window of the page, click "accept" and this will be removed from the list.




If we remove the page by mistake, we can restore it, since deleted pages go to trash.

## 9. Management Comments


One of the features that distinguish the sites that follow the style "Web 2.0" is the possibility for visitors to comment on around articles published. The webmaster of the website has the task of responding to the comments and manages spam comments. To go to the comments page select the "Coments" menu:

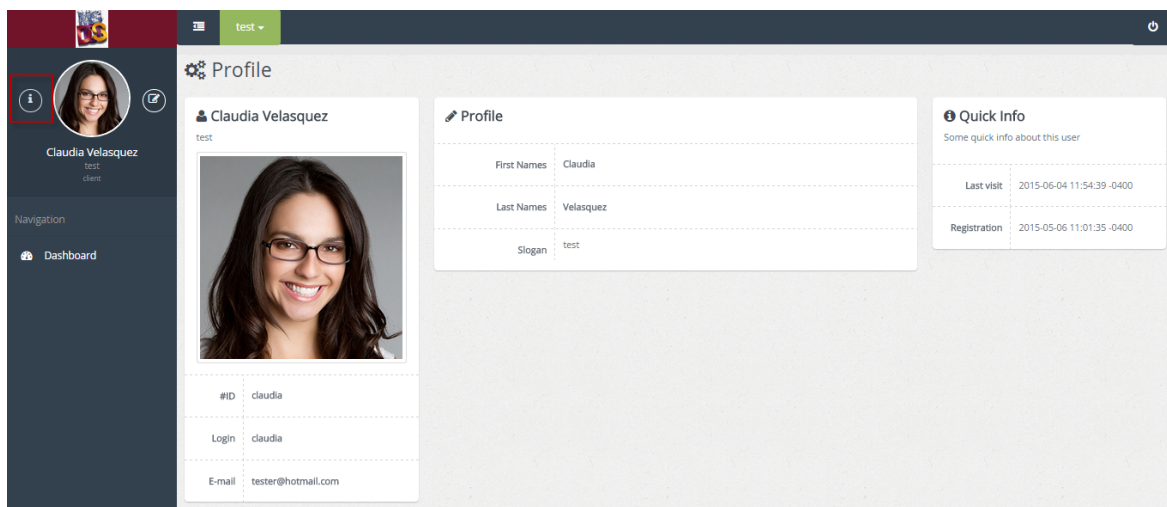



By placing the cursor on the icon  of some content appear a list of comments, of this content will appear several options, which allow you to, approve the comment, change the status to pending, identify it as spam, respond to it and delete comment.



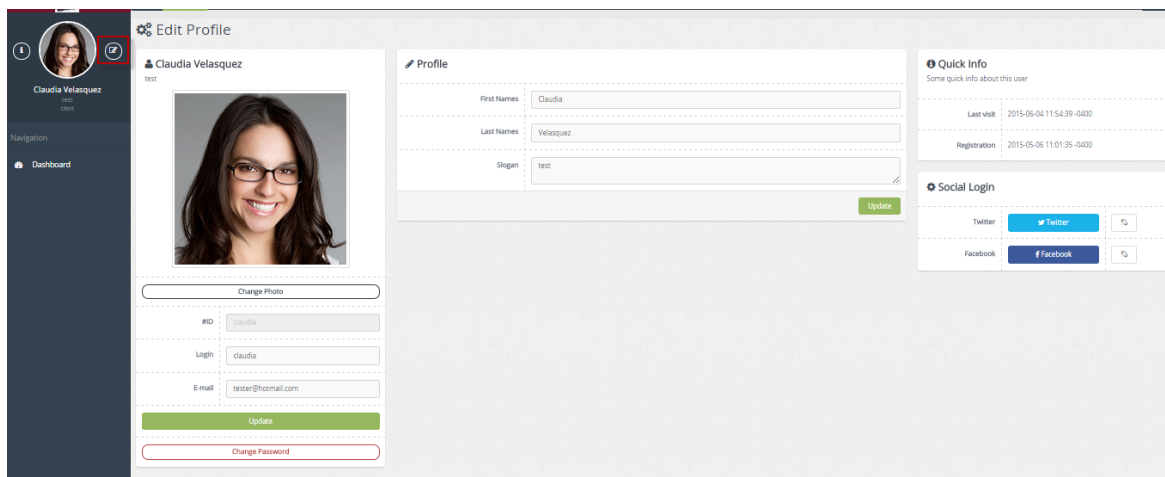
## 10. Management Profile.

Each user account has a profile of the same. To see your profile click on the icon  "view profile":



To edit your profile click on the icon  "Edit profile" can be changed in this section options on the username, avatar that will appear when connecting to the site, the name that will appear when you edit the contents of the website, social networks. It also allows you to change the password with which you access the management module website.

After all the desired changes, click on Update to apply them.



## 11. User Management.

Camaleon CMS permit you to manage your users by roles, sample:

- **Administrator:** Somebody who has access to all the administration features within a single site.
- **Editor:** Somebody who can publish and manage posts including the posts of other users.
- **Contributor:** Somebody who can write and manage their own posts but cannot publish them.
- **Client:** Somebody who can only manage their profile.

Also, you can manage additional **custom groups** like here:

Add

| Type of Contents | Create or Edit           | Edit Other                          | Edit Publish                        | Publish                  | Delete                   | Delete Other                        | Delete Publish           | Read Private             | Manage Categories        | Manage Tags                         |
|------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Post             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Page             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Home Layout      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Home Slider      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Features         | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Services         | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Products         | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Clients          | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

Others permissions

☒ Media
☐ Themes
☒ Plugins

☐ Comments
☐ Widgets
☐ Users

☒ Forms
☐ Menus
☐ Settings

Select All
Select None
Restore Selections

Details

Name

Slug

Description

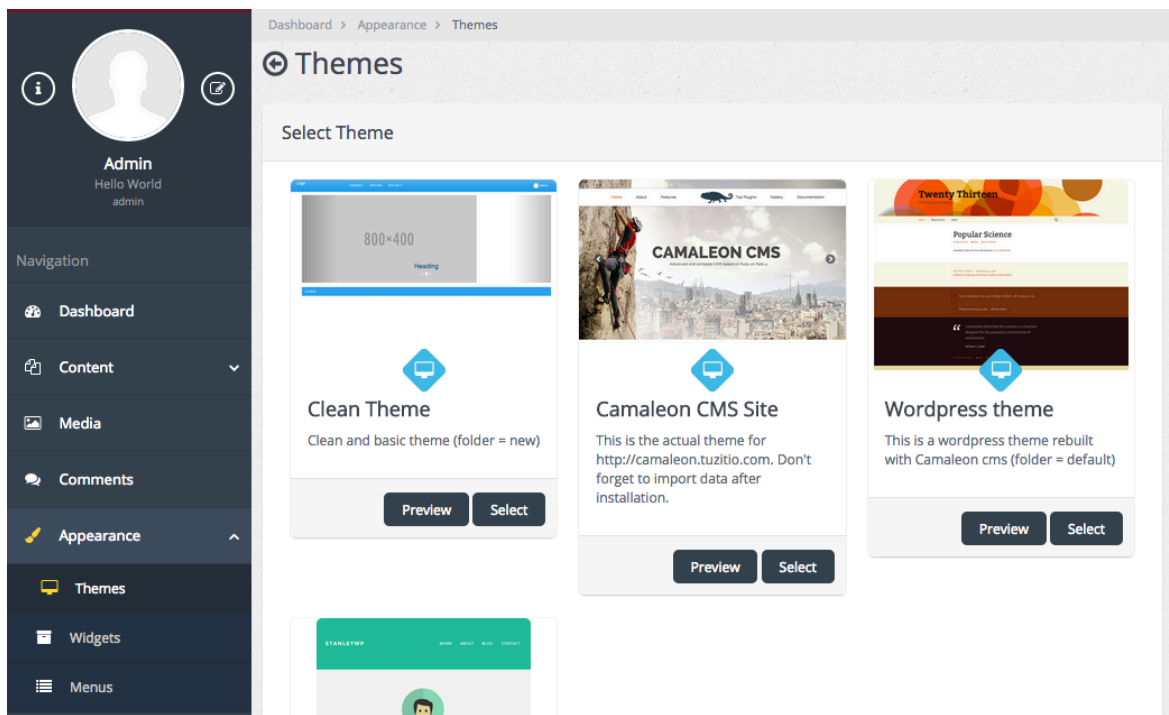
Back
Submit

In multi site cases, Camaleon CMS permit you to manage two types of users depending of multi site configuration.

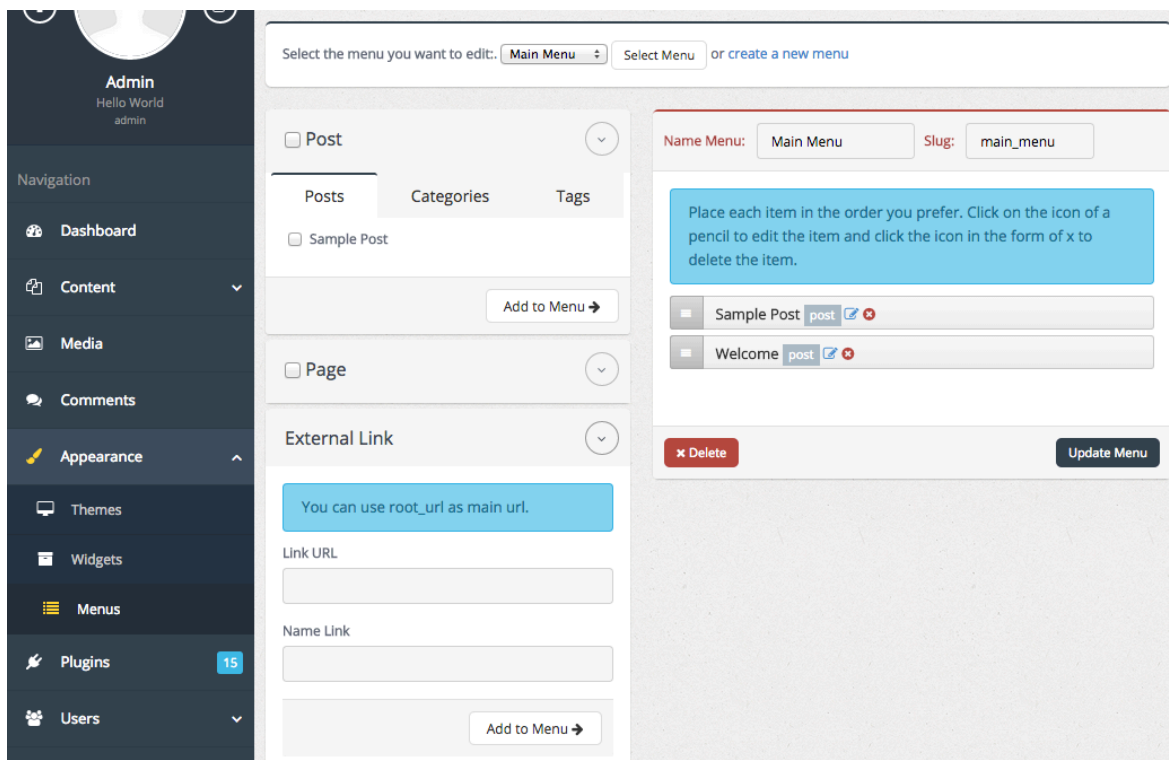
- Shared users: All users are shared between the sites
- Non Shared users: All users are registered just only for current site

## 12. Appearances.

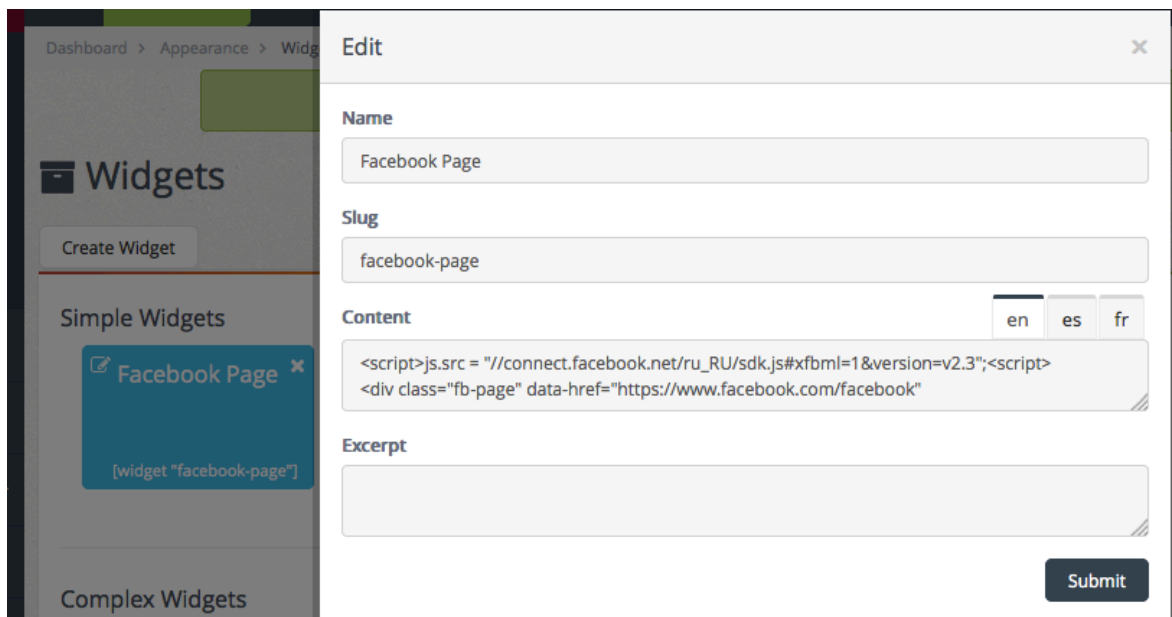
- **Themes:** Camaleon CMS permit you to switch between themes:



- **Menus:** Camaleon CMS permit you to administrate your menus with a single drag and drop with translations support:



- **Widgets:** Camaleon CMS permit you to create or insert your widgets easly with multi language support: 1) Register your widget 2) Copy and paste the shortcode anywhere you want.



Additionally, you can find other widgets registered by themes or plugins in this section.

### 13. Plugins.

In this section you can install or uninstall plugins developed for Camaleon CMS, which need to be uploaded by ftp to app/apps/plugins directory.

Please check the information for each plugin before to use.

### 14. Settings.

Camaleon CMS permit you to manage all settings:

- General Site: all content settings for your site
- Sites: Multi site administration
- Contents type: Type of contents for your site. This section permit you to customize all the CMS contents structure to your needs
- Custom fields: This section permit you to manage all extra fields for your contents or other sections like plugins, themes or any other extra model.
- Language: Here you can manage all languages for your site (frontend and backend)